

HOW TO APPLY

Obtain application packet from:

*City of Stockton Human Resources Department
22 East Weber Ave., Suite 150, Stockton, CA 95202
(209) 937-8233
www.stocktongov.com*

FINAL FILING DATE: *Continuous. Apply immediately to be considered for current vacancies.*

ALL APPLICATIONS AND SUPPLEMENTAL QUESTIONNAIRES MUST BE COMPLETED FULLY AND SUBMITTED ON OFFICIAL CITY OF STOCKTON FORMS. WE REGRET THAT RESUMES AND/OR FAXES CANNOT BE ACCEPTED IN LIEU OF OFFICIAL APPLICATION MATERIALS.

BENEFITS PROVIDED

- Health/Dental/Vision coverage for employees and eligible dependents.
- Long-term Disability Insurance.
- Life Insurance.
- Public Employees’ Retirement System.
- Voluntary Deferred Compensation Plan.
- Vacation – Ten to twenty-five days annually commensurate with position and years of service.
- Sick Leave - Fifteen days annually.
- Holidays - Fourteen, including employee’s birthday.
- Educational Incentive Pay (if applicable) equal to 3% of top salary step after 12 months of continuous employment.

***Employee benefits stated herein are subject to change through
The collective bargaining process.***

IMMIGRATION AND REFORM ACT - United States citizenship or authorization to work in the United States is a requirement of employment. Documentation must be presented at time of hire.

MEDICAL EXAMINATION - A medical examination administered by the City Physician, which includes a urine drug screen, is required for all positions.



ADA TESTING ACCOMMODATIONS - Request form when submitting application.



**The City of Stockton and the
Stockton-San Joaquin County Public Library
Invite Applications for**

LIBRARIAN I
\$3,192 - \$4,098



LIBRARIAN II
\$3,708 - \$4,760

ABOUT STOCKTON

Stockton, population approximately 250,000, is located in the great Central Valley of California, one of the major agricultural regions of the world. Stockton is ideally situated 90 miles east of San Francisco and the coast with easy access to Sacramento, Lake Tahoe and Reno, the northern Sierra Nevada, and 1,000 miles of recreational waterways. Housing costs remain relatively low, there is no traffic congestion and the Delta breezes cool the summer evenings to make the climate nearly ideal. Colleges include the University of the Pacific, San Joaquin Delta Community College, and California State University-Stanislaus Stockton.

The City is home to a first-class art and cultural museum, a fine symphony orchestra, and an active community theatre. Among its many cultural activities, international festivals are unique highlights. The City of Stockton has approximately 1,700 employees in 14 departments.

THE COMMUNITY AND THE LIBRARY

The City of Stockton administers the joint City-County Library operation so all Library employees are City of Stockton employees. The Library has a Central Library and three branches located within the City of Stockton and six branches in County service areas. A bookmobile also helps serve neighborhoods and communities that are a significant distance from a Library facility. The Library is fully automated on the DRA system and has Netscape access at all branches. Approximately one-third of the 100 Library employees are M.L.S. Librarians. The Library prides itself on its customer service philosophy.

THE POSITION

Under supervision, performs routine to complex professional librarian work involving the selection, circulation or reference use of Library materials, provision of Library services to all age groups, or the direction of a small branch library; performs related work as assigned.

The following positions are currently open:

Cesar Chavez Children's Services. In the central Library of a ten-agency system, the Librarian I/II will work in a busy Children's area with responsibility for reference services to children and their caregivers, collection development, program design and delivery, and outreach to schools and other agencies. S/he will work with a staff of four – two other Librarians and two Library Assistants – and report to the Supervising Librarian for Central Children's Services. Circulation from this Section (Children's) is approximately 225,000 items annually. **This position is available now.**

Cesar Chavez Reference Services. The Librarian I/II appointed to this Section will join a team of six Librarians and two Library Assistants in the provision of reference service to a community of 250,000. The central Library reference section provides support service to the nine branches and the bookmobile, as well as walk-in service in central Stockton. Under the direction of the Supervising Librarian for Reference Services, reference personnel staff the main reference desk, the telephone reference desk and the Fiction, or Readers' Advisory desk six days a week for a total of 55 hours of service each week. In addition, the Librarian in this position will be assigned off-desk work to support the reference function, which may include collection development, reference resources maintenance, and public instruction in the use of the Library. Circulation of adult materials from the Cesar Chavez Library tops 450,000 annually. **This position is available now.**

***APPOINTMENT MAY BE MADE AT EITHER THE I OR II LEVEL,
DEPENDING UPON THE QUALIFICATIONS OF THE CANDIDATES.***

The City of Stockton is an Equal Opportunity Employer.

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MINIMUM QUALIFICATIONS

Librarian I: Graduation from a university and EITHER possession of a Master's degree in Library Science from a school of Librarianship accredited by the American Library Association, OR enrollment in good standing in the final quarter or semester of the Master of Library Science program in an American Library Association approved school. **In the latter instance, successful completion of the Master's degree in Library Science is a condition of continuing employment.**

Librarian II: In addition to the above, two years of experience as a professional Librarian.

The main factors to be considered in reviewing the applications and in structuring the examination include, but are not limited to:

Knowledge of:

- Principles and practices of professional Library objectives, organization, and procedures.
- Theory and philosophy of Library services.
- Patron advisory methods and practices.
- Reference sources and search techniques.
- Automated Library information systems and equipment usage.
- Collection development, including books and materials.
- Cataloging and classifying procedures for varied materials.
- Basic supervisory principles and practices.

Skill in:

- Assessing Library patron needs and providing accurate service information.
- Planning, directing, and reviewing the work of assigned staff.
- Establishing and maintaining an effective working relationship with a variety of Library patrons and others contacted in the course of the work.
- Maintaining accurate records and files.
- Preparing clear, accurate, and concise visual materials.
- Planning and implementing specialized programs, and performing outreach work.

SELECTION PROCESS

When a vacancy occurs, qualified candidates will be invited to participate in the examination process, which may include an evaluation of training and experience and/or a structured oral examination. The City reserves the right to utilize alternative testing methods if deemed necessary. Candidates must achieve a passing score to be placed upon the eligible list. In the event of identical ratings, names shall be arranged in order of application date/time, and, if the same, arranged alphabetically.



EQUAL OPPORTUNITY EMPLOYER

CITY OF STOCKTON
HUMAN RESOURCES DEPARTMENT
22 E. WEBER STREEET, SUITE 150
STOCKTON, CA 95202

OFFICE USE ONLY

Analyst
Date

☐ Accepted

Ineligible because of:

☐ Education☐ Lic./Cert.
☐ Experience☐ Other

1. POSITION APPLYING FOR: LIBRARIAN I/II

2. NAME:

3. ADDRESS:

CITY/STATE/ZIP:

4. TELEPHONE NUMBER: ()

5. SOCIAL SECURITY #:

6. DRIVER'S LICENSE #:

7. VETERAN'S PREFERENCE: Yes No
If yes, attach copy of DD-214 or DDN-214

8. CERTIFICATES: (If required, attach)
TYPING NET WPM:
STENOGRAPHIC NET WPM:
OTHER:

9. **EXPERIENCE RECORD:** *List most recent experience first, including paid and voluntary experience, that you feel qualifies you for this job. THIS SECTION MUST BE COMPLETED. A resume may be attached for supplemental information only. DO NOT INDICATE "REFER TO RESUME."*

FROM MO / YR	TO MO / YR	TOTAL YRS / MOS	EMPLOYER: LOCATION:	JOB TITLE: SALARY:	PART-TIME <input type="checkbox"/>
JOB DUTIES:					
REASON FOR LEAVING:					
FROM MO / YR	TO MO / YR	TOTAL YRS / MOS	EMPLOYER: LOCATION:	JOB TITLE: SALARY:	PART-TIME <input type="checkbox"/>
JOB DUTIES:					
REASON FOR LEAVING:					
FROM MO / YR	TO MO / YR	TOTAL YRS / MOS	EMPLOYER: LOCATION:	JOB TITLE: SALARY:	PART-TIME <input type="checkbox"/>
JOB DUTIES:					
REASON FOR LEAVING:					
FROM MO / YR	TO MO / YR	TOTAL YRS / MOS	EMPLOYER: LOCATION:	JOB TITLE: SALARY:	PART-TIME <input type="checkbox"/>
JOB DUTIES:					
REASON FOR LEAVING:					

10: **EDUCATION AND TRAINING:**

Circle Highest Grade Completed	8	9	10	11	12	G.E.D.	COLLEGE	1	2	3	4	Grad Studies?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Colleges or Universities Attended	Location		From	To	Units Completed	Major	Degree							

11. CONVICTION: Have you ever been convicted of a criminal violation of the law? You may exclude traffic-related infractions. Note: A "yes" answer will not automatically disqualify you from employment. Also, to the extent consistent with California law, a fingerprint check may be used to verify such information. Yes <input type="checkbox"/> No <input type="checkbox"/>	CONVICTION DATES & NATURE: (Attach a separate sheet, if needed.)
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CERTIFICATION OF APPLICANT: *I hereby certify that all information that I have provided in connection with my application for employment with the City of Stockton is true and acknowledge that any misstatements made in my application or during any portion of the application process may result in my being disqualified from consideration or terminated from employment with the City of Stockton.*

SIGNATURE: **DATE:**

Please provide the following information. It is being requested for statistical purposes only. Should you choose to provide the information, it will be detached from your application immediately upon receipt and will not be used in evaluating your qualifications for employment or for any other purpose proscribed by article 1, section 31, of the California Constitution.

ETHNIC ORIGIN – Please check only one.

1. ☐ White – Caucasian, Anglo Saxon
2. ☐ Black – All persons having origins in any of the Black racial groups
3. ☐ Hispanic – All persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race
4. ☐ American Indian/Alaskan Native – All persons having origins in any of the original peoples of North America
5. ☐ Chinese
6. ☐ Japanese
7. ☐ Filipino
8. ☐ Other Pacific Islander
9. ☐ Other

SEX

- ☐ Male
- ☐ Female

AGE GROUP

- ☐ Under 21
- ☐ 21-29
- ☐ 30-39
- ☐ 40-49
- ☐ 50-59
- ☐ 60 or Older

Title of Position Applying for

How did you hear about the position?



**City of Stockton
LIBRARIAN I/II
Supplemental Questionnaire**

Name: _____

Instructions: This supplemental questionnaire is designed to enable you to present your qualifications in those areas applicable to the duties of a Librarian I/II. Accordingly, it is part of the examination process and should be completed carefully. DO NOT SUBSTITUTE YOUR RESUME AS AN ANSWER TO ANY OF THESE QUESTIONS. The length of the response is left up to each candidate; you may attach additional pages if necessary. Please include your name on every page.

1. Do you have a Master's Degree in Library Science (MLS)?

(Yes)*

Name of school and date of graduation: _____

(No)*

I am enrolled in good standing in the final quarter or semester of the MLS Program at: _____

My graduation date will be: _____

2. Please list the graduate courses you have had in the following areas:

A. Automated Systems

- 1) Integrated Systems (Circulation, Public Catalog, etc.)
- 2) Bibliographic Resources (Dialog, Internet, etc.)

B. Cataloging

C. Reference Services and/or Bibliography

D. Collection Development/Materials Selection

E. Children's Services and/or Children's Literature

3. Please list the experience (jobs, internships, practicums, volunteer work, etc.) you have had in the following areas. Please indicate name of employer, position held, and length of time.

A. Automated Systems

B. Cataloging

C. Reference or other Public Services

D. Collection Development/Materials Selection

E. Children's Services and/or Children's Literature

4. Please indicate other areas in which you have had courses, continued workshops and/or experience that would support your application (community service, continued education, etc.)

5. Have you held any supervisory positions? If so, please list title of position(s), total years, and maximum number of employees supervised.

6. What are your major interests in librarianship? Please list professional activities and/or memberships.

7. Please list in order of preference positions you would consider.

Signature _____

Date _____

****CANDIDATES MAY BE REQUIRED TO PROVIDE VERIFICATION AT A LATER DATE.**